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## Systems Launch Pad

*Bookmark it!*

As busy as you are, it's important to be able to find what you need quickly. The Systems Launch Pad is a one-stop shop link for system information. Bookmark the site so you can find information on Infinite Campus, CIITS and ILP.

New information is added frequently. All KSIS Notifications, Alerts and Newsletters are posted as they are released. Data Standards, Usage Statistics and KSIS Points of Contact also can be accessed from this site.



Click [HERE](#) To See The Systems Launch Pad Page.

## END-OF-YEAR INFINITE CAMPUS TRAINING

The *Kentucky 2011-12 End-of-Year* course will be available in Infinite Campus University (ICU) beginning April 20. The course will contain documentation, PowerPoint presentations and WebEx recordings to assist districts with end-of-year state reporting and other processes for closing out the school year. To register, go [here](#). Once you have registered for this self-paced course and have been confirmed, you will receive an e-mail with a link to the course and instructions for logging in.

## USER GROUP MEETINGS

### April 30

Hopkins County  
320 South Seminary Street  
Madisonville

### May 1

Boyle County  
Cooperative Extension Office  
99 Corporate Drive, Danville

### May 2

Warren County  
303 Lovers Lane  
Bowling Green

### May 3

Jefferson County  
Jaeger Education Center  
500 Wood Road, Louisville

### May 7

Rowan County  
121 East Second Street  
Morehead

### May 8

Laurel County  
718 N. Main Street  
London



### May 9

Scott County  
2168 Frankfort Pike  
Georgetown

### May 10

Kenton County  
Twenhofel Middle School  
11846 Taylor Mill Road  
Independence



Infinite Campus (IC) Client Executive Lisa Rhoton has worked with school districts to schedule eight different user group meetings across the state. An IC trainer will be covering topics such as household cleanup and creation, custom tab links and fields, data analysis and an overview of the Schedule Wizard 5.0 open beta.

KDE encourages you to take advantage of this opportunity to collaborate with other districts and provide feedback to Infinite Campus directly in these user group sessions. There is no cost associated with attending these user group sessions outside of time and travel. KDE will have KSIS representatives at each of these meetings.

If you would like to register, please e-mail Lisa Rhoton at [lisa.rhoton@infinitecampus.com](mailto:lisa.rhoton@infinitecampus.com) and let her know at which location you would like to attend and how many will be participating (please try and limit to three attendees per district). These sessions will be from 9 a.m. to 3 p.m. local time.

## CIITS NEWS YOU CAN USE

- ⇒ Infinite Campus (IC) data is used to populate CIITS at least weekly. Weekly extracts are run on Mondays, and data is refreshed in CIITS by Tuesday morning. Starting on April 2, daily extracts began to run and then were loaded to CIITS to update staff roles and permissions every morning.
- ⇒ A webcast about CIITS Roles & Permissions was held for Instructional Supervisors, CIOs and KSIS POCs on March 30. The webcast included an overview of the process for setting roles and permissions and a forum for answering questions. The recording and the PowerPoint presentation are posted on the [System Launchpad](#). There are two new documents available to provide additional clarification on Roles & Permissions:
  - 1) CIITS Functionality by Role
  - 2) CIITS Screenshots by Role
- ⇒ The 2008-09, 2009-10 and 2010-11 ACT, EXPLORE and PLAN assessments will be loaded into CIITS by the end of April. Prior-year enrollments also are being added to CIITS. This historical information will enhance data available for analysis and reporting within CIITS.
- ⇒ The primary teacher, as identified in IC, is the Teacher of Record for classrooms established in CIITS. At this time, secondary teachers do not have access to classroom/student-level data.

- ⇒ A teacher who is not set up as a primary teacher with course/section/student roster in IC is switched to Staff in CIITS.

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## COURSE CODES AND KEES ELIGIBILITY

**The 2012 course codes have now been posted online ([link](#)) and are available in Infinite Campus.**

Please understand the importance of using the uniform academic course codes, and pay particular attention to details of special scheduling considerations explained in the online communication.

There is a change to the KEES Eligibility Criteria. Course codes will be used in the eligibility calculation for 2012-13. The Kentucky Higher Education Assistance Authority's (KHEAA's) new regulation limits the number of cooperative (co-op) education credits that can count toward meeting the requirement to one course per academic year. Students choosing to participate in co-op courses will need to take at least four other courses (credits) to meet the five-credit minimum and earn a KEES award. The KEES extract will be modified accordingly.

New Custom Reports will be available soon to help schools and districts monitor KEES eligibility. Three new tools will be made available in an upcoming Infinite Campus Release:

1. Student Schedule Eligibility Report for KEES – can run for all students, select students, ineligible students or grade level.
2. list of students and credits attempted
3. parent letter advising of ineligible schedule

**NOTE: Prior to running these new custom reports, the 'missing and invalid course codes' report should be run to determine if any course codes need to be updated in the 2012-13 courses.**

## EARTH DAY IS COMING; ARE YOU ON THE MAP?

[Earth Day](#) is April 22, and that's the first anniversary of our Front Door Project and time for the annual update. In the spring of 2011, schools and districts participated in the Front Door Project to map the geographical coordinates from the front door of each public school in Kentucky.

This year's collection is aimed at new schools; school locations or entrances that have changed; and schools listed as missing geographic coordinates. Information has been shared with CIOs to coordinate this update.

More information is available online. Click [here](#).



## REMINDER: TITLE III UPDATE

There has been a change in data requirements for Immigrant and LEP/EL data. The district LEP extract has been updated and is available for districts to use in verifying their LEP/EL data. KDE also is providing updated data standards and two different WebEx recordings for data entry and data extract. Resources can be found on the KDE website [here](#).

**For assistance with the Title III program data collection and verification process, please e-mail [Shelda Hale](#) or [Jayne Kraemer](#) or call (502) 564-4970.**

## EOY REPORTS — ARE YOU READY?

STATE REPORT	Begin Testing/ Validation throughout the school year	Reporting Start Dates	Due Dates	Submission	Contact
At Risk	n/a	End of Month	June 30	Data pulled at KDE.	lori.davis@education.ky.gov
Calendar (2012-13 Year)	n/a	May 1	June 30	<a href="http://apps.kde.state.ky.us/login/">http://apps.kde.state.ky.us/login/</a>	sheila.harned@education.ky.gov scott.rose@education.ky.gov ruth.yates@education.ky.gov
Calendar (Amended 2011-12 Year)	n/a	May 14 (after last day of school)	June 30	<a href="http://apps.kde.state.ky.us/login/">http://apps.kde.state.ky.us/login/</a>	sheila.harned@education.ky.gov scott.rose@education.ky.gov ruth.yates@education.ky.gov
ESS (Regular)	April 15	May 15	June 30	Data pulled at KDE.	april.pieper@education.ky.gov Sharon.Johnston@education.ky.gov
FRYSC	April 15	May 15	June 30	FRYSC State Report & Group Programs Report submitted via email to CHFS.FryscMunisRpt@ky.gov	Michael.Denney@ky.gov
Gifted and Talented	April 7	May 7	May 21	Data pulled at KDE.	denise.bailey@education.ky.gov
Gifted and Talented Summative Evaluation	April 7	May 7	May 21	Online survey ( <a href="http://otl.education.ky.gov/fmi/iwp/cgi?-db=GTSummative&amp;-loadframes">http://otl.education.ky.gov/fmi/iwp/cgi?-db=GTSummative&amp;-loadframes</a> )	denise.bailey@education.ky.gov
Health Reports	April 2	April 15	May 31	Data pulled at KDE	lori.davis@education.ky.gov Karen.erwin@education.ky.gov
Homeless Children/Youth Count	June 1	July 1	July 15	Data pulled at KDE.	troy.mcginis@education.ky.gov
KEES (Regular Graduates)	April 1	May 1	June 30	<a href="http://www.kheaa.com">www.kheaa.com</a>	mcummins@kheaa.com rgilpatrick@kheaa.com
SAAR	August 1	May 15	June 30	<a href="http://odss.education.ky.gov/saar">http://odss.education.ky.gov/saar</a>	steve.young@education.ky.gov
Safe Schools	August 1	May 15	June 30	Data pulled at KDE	libby.taylor@education.ky.gov
SPED Discipline	April 15	May 15	July 31	<a href="http://apps.kde.state.ky.us">http://apps.kde.state.ky.us</a>	chris.thacker@education.ky.gov nick.easter@education.ky.gov
SPED Exit	April 15	May 15	July 31	<a href="http://apps.kde.state.ky.us">http://apps.kde.state.ky.us</a>	chris.thacker@education.ky.gov nick.easter@education.ky.gov
State Preschool End of Year Supplemental Count (3 year olds w/disabilities)	April 7	May 7	May 14	Data pulled at KDE.	annie.rooney-french@education.ky.gov bill.buchanan@education.ky.gov
TEDS (End of Year)	April 15	May 15	June 15	Imported directly into TEDS database.	kiley.whitaker@education.ky.gov

### HEADS UP ... More to Come

**Safe Schools: Behavior Reporting** - The Safe Schools data collection for 2011-12 will be different than in the past. Reports will be pulled at the state level directly from Infinite Campus. Schools and districts should start looking at their behavior data through the Safe Schools extract to ensure data quality. We plan to complete Safe Schools reporting prior to Infinite Campus's conversion to the new Behavior module in August. A new summary report will be available to assist with validation. Principals and/or superintendents will be asked to sign off on reports. Safe Schools behavior data will be posted online in Open House to meet requirements of KRS 158.444.



**Foreign Language Report** - a report of foreign languages will be posted online in Open House this summer. Course codes are used to identify foreign languages taught and associated participation by school. This report will be provided to KSIS Points of Contact to share with appropriate individuals within schools and districts prior to public reporting.

**Persistence to Graduation Report** - dropout prevention continues to be a high-priority item. Tracking and reporting of usage of this tool is ongoing initiative.

#### Office of Knowledge, Information and Data Services (KIDS) — Division of Enterprise Data

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